




# IMAMA GUL



## B U S I N E S S   G R A D U A T E

### CONTACT

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Peshawar

### SKILLS

- Teamwork
- Leadership
- SPSS
- Excellent in working with diversified task teams
- Excellent Verbal & Written communication
- Data Analytics

### LANGUAGE

English	●●●●●●●●
Urdu	●●●●●●●●
Pushto	●●●●●●●●

### EXTRACURRICULAR ACTIVITIES

- Reading Books
- Playing Badminton
- Travelling

### PROFESSIONAL PROFILE

I am an independent and self-motivated graduate looking for an opportunity where I can utilize my extensive knowledge I have gained through studying and experiencing by engaging in different activities i.e., organizing and marketing events and I have written an article too on a food factory visit which was later on published in the official newspaper of Iqra national University. I have command over Ms. Word/Excel/Powerpoint and possess team leadership skills as well.

### EDUCATION

#### Masters in Business Administration

Institute of Management Sciences (2022-Present)

Major: HR

CGPA: 3.45

#### Bachelors in Business Administration

Iqra National University (2018 - 2022)

Major: Finance

CGPA: 3.69

#### Intermediate (Pre-Medical)

Forward Girls College (2016 - 2018)

Major: Science

Grade: A (89%)

#### Matric (Science)

Qurtaba School and College (2016)

Major: Science

Grade: A (80%)

## EXPERIENCE

### **ORIC, IMSciences (Office of Research Innovation & Commercialization)**

Research Associate - Intern (June,2023-Present)

Working as a research associate in ORIC and majorly dealing with the SAR, Mini Grants for Research, Work Policies, and ORIC Steering Committee. Also working on organizing different training programs for students.

### **Encode Systems**

HR Officer (June,2022-till date)

Working as an HR officer at Encode systems and dealing with management and administration systems. I have also experienced hiring and recruiting of employees at encode systems.

### **Marketing Transformers (Australian Company)**

Sales Executive (May,2022 - Sept,2022)

Worked as a sales person in Marketing Transformers i.e., conducted cold calling and did marketing for Real EstateAgents and other businesses based in Australia and New\_ Zealand.

### **Peshawar Development Authority (PDA)**

Finance Intern (June,2021 – Sept,2021)

Worked in the finance department. I have experienced the management of accounts i.e., salaries, allowances, bonus etc.